

Shared Kitchen Facilities

Informational Sheet

Introduction

A person who wants to operate a food business in San Bernardino County must prepare and store food in an approved, permitted, and inspected food facility. If you want to start or expand a food business but do not want to open a permanent food facility, you have the option of using a shared kitchen facility.

What is a Shared Kitchen Facility?

A **shared kitchen facility** is an approved and permitted commercial kitchen that is shared by multiple food operators.

Who Can Use a Shared Kitchen Facility?

- **Food operators** that would like to run a food business but do not want to open a permanent food facility
- **Catering services**
- **Street food vendors** looking for alternative food business models

Why Use a Shared Kitchen Facility?

- Start-up costs for a restaurant can be expensive. Shared kitchens provide the food operator with a more **flexible** option by renting a space instead of committing to a long-term commitment such as a lease on a building.
- Shared kitchen facilities give food operators **access** to commercial kitchen appliances.
- Shared kitchen facility users do not have to purchase commercial equipment or deal with maintenance issues.
- Shared kitchen facilities are used by multiple operators. Food operators can **network** with other food businesses who also use the kitchen.
- Shared kitchens that are permitted and approved are less likely to get shut down than unapproved, unpermitted kitchens.



Shared Kitchen Facility Requirements

- Complete a **shared kitchen agreement** letter. A shared kitchen agreement letter confirms an approved commercial facility agrees to allow a dependent food operator to use their kitchen.
- Obtain a San Bernardino County **health permit** from Environmental Health Services (EHS).
- At least one person involved in the dependent food operation must obtain a **food managers card**. All other food workers must obtain a San Bernardino County **Food Handler Card**.
- All food must be stored and prepared at the approved kitchen. No food may be prepared or stored at your private residence or any other location that has not been approved by EHS.
- All equipment and utensils must be washed, rinsed, sanitized, and stored at the kitchen.
- At the approved kitchen, either the dependent operator or the shared kitchen operator will need to provide dates and times on a **log sheet** showing food preparation activity.
- The dependent food operator will need to submit a standard operational procedure that will need to be reviewed and approved by EHS prior to permitting.

For more information, please contact Environmental Health Services.

(800) 442-2283
ehs.sbcounty.gov



How to Start Using a Shared Kitchen Facility

1. **Locate** an approved and permitted commercial kitchen in San Bernardino County. An approved and permitted commercial kitchen is a permanent food facility that has a valid San Bernardino County health permit, is in good standing, and receives routine inspections from EHS.
2. **Review** the approved kitchen to make sure it meets the needs and standards of your food business. The kitchen you select should have appropriate equipment for the type of food you are planning to prepare.
3. **Contact** EHS to discuss the kitchen, the type of food that will be made, and where the food will be distributed.
4. **Schedule** a billable on-site consultation with an Environmental Health Specialist. A kitchen representative and the dependent operator must be present. If the Environmental Health Specialist approves, they will collect the consultation fee and kitchen agreement letter signed by the dependent operator and kitchen representative. All fees collected must be a personal check, money order, or cashier's check.
5. **Complete** and **submit** a health permit application.
 - A health permit will be mailed once all required paperwork is completed, the kitchen is approved for use, and all fees are paid.

Once you submit a health permit application, sign a shared kitchen agreement letter, and obtain final approval from EHS, the dependent operator may begin to sell food in San Bernardino County.

Shared Kitchen Facilities in San Bernardino County

- Any permitted commercial kitchen with the ability to host a food operation can potentially be a shared kitchen for a dependent operation.
- There are **three designated shared kitchen facility locations** in San Bernardino County:

	The Kitchen Station	Cooking Block	Foothill Kitchens
Owner	Kim Hagaman	John Shrader	Frank Burciaga
Address	12207 Central Ave., Chino, CA 91710	721 Nevada St. #407, Redlands, CA 92373	360 W. Foothill Blvd., Upland, CA 91786
Phone Number	(562) 587-4258	(909) 878-6140	(909) 982-877

For More Information

- Visit the **EHS website** at: ehs.sbcounty.gov
- Review the **California Retail Food Code** at: cdph.ca.gov/Programs/CEH/DFDCS/Pages/FDBHSCodes.aspx